

TRAFFIC SAFETY FOREMAN

POSITION SUMMARY: This is a professional position within the traffic division of the public services department. Responsible for planning, organizing, scheduling, and permitting traffic department operations. Perform various administrative and support functions including asset management, budgeting, and daily operations of the traffic department. Plan, coordinate, and monitor operations related to daily work activities, special projects, and contracted services. Work involves the use of reasoned judgments and specialized knowledge and skills in the activities related to traffic safety and maintenance. Provide staff oversight, mentoring and evaluation and encourages teamwork. Facilitate efficient and effective operations, and is responsible for both contractual services and assigned employees. Exercises independent judgment, discretion, and demonstrates strong ethical, professional, and service-oriented leadership. Employees in this position are required to respond to after hour emergency events.

SUPERVISION RECEIVED: Work is performed under the general supervision of the director of public works and direct supervision of the assistant director of public works–engineering or designee.

SUPERVISION EXERCISED: Supervision is exercised over subordinate employees within scope of authority in the department, division or area assigned.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with department head, assistant director of public works–engineering, and staff to establish priorities, develop plans, and set goals of the traffic department.
2. Schedule daily activities and assign personnel, set priorities, and direct the work of employees; provide timely coaching and performance evaluations; assist in selecting department personnel. Ensure proper labor relations and conditions of employment are maintained.
3. Identify employee development and training needs and ensure that training is obtained in a timely manner and department staff has required certifications and licenses.
4. Promote teamwork and facilitate a positive work environment that encourages creative thinking and sharing of information and ideas.
5. Prepare various materials, reports, displays, resolutions, and ordinances and presents information to various groups, including City Council and various boards and commissions, and committees.
6. Investigate and resolve complaints and inquiries made by citizens, businesses, or other personnel within scope of authority. Evaluate and develop solutions to issues in a prompt and courteous manner.
7. Assist with preparing, administering, and evaluating annual budgets.
8. Responsible for contracting and purchasing activities according to established budget, policies, and procedures. Complete cost/benefit analysis as appropriate.

9. Maintain inventory, order, and purchase supplies and equipment according to established procedures and within budgetary guidelines.
10. Research, recommend, implement and train staff on new software programs and upgrades to existing programs and technologies.
11. Work cooperatively with the engineering department on the development of plans associated with signage, pavement markings, detour routes, maintenance of traffic, street lighting, and specifications associated with construction projects.
12. Coordinate temporary traffic control operations with other supervisors and departments.
13. Complete contract scheduling; oversee and monitor contractor performance.
14. Review and maintain work orders. Ensure routine and preventive tool and equipment maintenance is completed in a timely manner. Schedule, supervise, and provide technical assistance in the maintenance operations.
15. Develop, plan, and promote adherence to appropriate safety rules, regulations, and practices.
16. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate's degree from an accredited institution and a minimum of five years of experience. Supervisory experience is preferred. An entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree in order to advance in the pay range. The degree requirement must be attained in order to advance to the top step of the pay range.
- B. Possess and maintain and IMSA Level I Certification for signs and construction work zones (or equivalent) or the ability to obtain within the first twelve months of employment. Obtain and maintain other licenses or certifications as required.
- C. Possess a valid Michigan motor vehicle operator's license.
- D. Experience in the Michigan Manual of Uniform Traffic Control Devices. Thorough knowledge of traffic studies such as condition surveys, volume analyses, accident analyses, regulatory control warrants and speed surveys.
- E. Knowledge of training and supervisory techniques and employee policies and procedures. Demonstrate skill in directing and coordinating work activities.
- F. Has established effective and cooperative working relationships and use tact, good judgment, resourcefulness, and confidentiality when working with city personnel, volunteers, other organizations, contractors, vendors and the public.
- G. Able to communicate effectively, prepare detailed and accurate records and reports. Able to present ideas orally and in writing for varied audiences.

- H. Possess excellent organizational skills and ability to problem solve. Able to effectively delegate, organize, and coordinate associated resources including scheduling work activities and project management.
- I. Able to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for information. Able to communicate and present information effectively, both in verbal and written manner to varied audiences.
- J. Proficiency in the use of information technology including software applications related to areas of responsibility, and able to quickly learn other technology as necessary.
- K. Able to make sound fiscal decisions and monitor expenditures to ensure effective use of budgeted funds, personnel, materials, and time.
- L. Knowledge of all phases of construction and contract management, including development and oversight of projects.
- M. Able to work effectively within deadlines, under stress, and with changing work priorities. Able to work any shifts and schedules as necessary to provide proper coverage for after hour emergencies and events.
- N. Stay informed of legislative, regulatory, and industry developments, and current issues. Maintain cooperative relations with peer agencies and other governmental units. Continue education and professional growth by attending classes, conferences, workshops, and seminars.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee works in the field, maintenance facility, and business office settings. The employee is occasionally exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must be able to lift and move items of moderate weight. Bending, twisting, and stooping are also requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.